



## TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

### MEETING INFORMATION

Date Submitted: 7-28-16

Date of Meeting: 8-18-16

Submitted by: Lt. Brian Levesque

Department: Police

Time Required: 10 minutes

Speakers: Lt. Brian Levesque

Background Info.

Supplied:

Yes: ☒ No: ☐

### CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment: ☐

Recognition/Resignation/

Retirement: ☐

**Public Hearing:** ☐

Old Business: ☐

New Business: ☒

Consent Agenda: ☐

Nonpublic: ☐

Other: ☐

### TITLE OF ITEM

Approval from the Town Council to apply for a New Hampshire Homeland Security and Emergency Management Grant

### DESCRIPTION OF ITEM

Grant application for the completion of a Continuity of Operations Plan (COOP) for the Communications Division

### REFERENCE (IF KNOWN)

RSA:

Warrant Article:

Charter Article:

Town Meeting:

Other:

N/A

### EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector: ☐

Grant Requirements: ☐

Easel: ☐

Joint Meeting: ☐

Special Seating: ☐

Other: ☐

Laptop: ☐

None: ☐

### CONTACT INFORMATION

Name: **Brian Levesque**

Address

**Police**

Phone Number **603.420.1854**

Email Address

**blevesque@merrimacknh.gov**

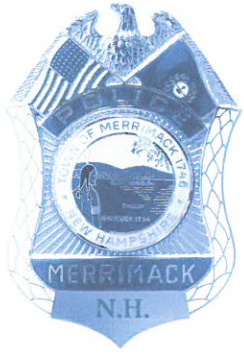
### APPROVAL

Town Manager:

Yes ☒ No: ☐

Chair/Vice Chair:

Yes ☐ No: ☐



# MERRIMACK POLICE DEPARTMENT

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[www.merrimackpd.org](http://www.merrimackpd.org)

Mark E. Doyle  
Chief of Police

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## MEMO

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**DATE:** JULY 28, 2016  
**TO:** MEMBERS OF THE TOWN COUNCIL  
**CC:** TOWN MANAGER CABANEL  
CHIEF MARK DOYLE  
**FROM:** LT.BRIAN LEVESQUE  
**RE:** AGENDA REQUESTS

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The two agenda requests before the Town Council are seeking approval from the council to proceed with two applications to the New Hampshire Homeland Security and Emergency Management, Emergency Management Performance Grant.

The first request for approval to apply for a grant is for a receiver/repeater for the Merrimack Middle School. Currently, there is very poor communication from our portable radios to our communications center. We have a hard time communicating to the School Resource Officer and he cannot communicate back with us using a portable radio. This is clearly a safety concern in the event of an emergency. We are looking to improve these communications by installing a receiver/repeater at the Middle School for both the police and fire frequencies. The estimated cost for this is approximately \$10,000 which is well within the grants maximums of \$50,000.

The second request for approval to apply for a grant is to hire a consultant to formulate a Continuity of Operations Plan (COOP) for our Communications Division. The purpose of a COOP is to have a clear and concise plan in the event our communication center could not operate due to some situation. The plan would involve other communities within our mutual aid agreement. The cost for this consultant is unknown at this time but at the time of the council meeting I should have an estimated cost.

Both of these grants are 50% federal and 50% local cost match. Our cost match can be soft or in-kind funds such as the hours for research, planning, and preparing the grant applications.